

**TOWN OF WELLESLEY**  
**SPECIFICATIONS FOR**  
**SECURE COLLECTION SERVICES FOR PARKING METER REVENUES**

**GENERAL:**

The Town of Wellesley Board of Selectmen is soliciting proposals for Secure Collection Services for Parking Meter Revenues. The Town has approximately 466 on-street parking meter coin cans, 146 parking meter coin cans in municipal parking lots, and 9 parking lot machine coin boxes. The Contractor shall collect meter revenues, count and sort the collected coin and deposit funds into a bank approved by the Town. The Town will supply locking collection boxes and keys.

Proposals should be made on the forms provided with these specifications and in accordance with these specifications. Sealed proposals will be received by the Board of Selectmen at the Selectmen's Office, Wellesley Town Hall, 525 Washington Street, Wellesley, MA 02482 until **2:00 PM on Monday, January 9, 2012**. Proposals must be in two sealed envelopes, plainly marked with "Service Proposal – Secure Collection Services for Parking Meter Revenues, January 9, 2012" and "Price Proposal – Secure Collection Services for Parking Meter Revenues, January 9, 2012". The Town will award this contract in accordance with M.G.L. Chapter 30B.

Questions regarding this bid should be directed to Terrance Connolly, Deputy Director, at (781) 431-1019 x2207.

## SCOPE OF SERVICES

1. Contractor shall collect parking meter revenue from approximately 466 on-street parking meter coin cans, 146 parking meter coin cans in municipal parking lots, and 9 parking lot machine coin boxes on routes and schedules to be established jointly by the Town and the contractor. Each parking meter has a single locking coin can. Each parking lot machine has a single locking coin box. There are nine municipal parking lots in all; 2 lots have both meters and machines, 5 lots have only machines, and 3 lots have only meters. It is anticipated that on-street meters, parking lot meters, and parking lot machines shall be collected approximately once per week. This schedule may be adjusted by the Town as needed.
2. Contractor shall report the number and location of any and all meters that lack coin cans or which appear to be inoperative (jammed, bagged, etc.) or damaged within 24 hours from observation.
3. Contractor shall verify, count and sort the coin collected from said meters and machines. Random supervision by a Town employee may occur. All coin will be counted by denomination.
4. If necessary, contractor will bag all counted coin in bank-approved bags and securely seal.
5. Contractor will deposit funds or deliver all bagged coin to a bank designated by the Town; the bank shall be one of the following, and if necessary, the Contractor must have an existing coin deposit relationship with at least one of these banks: Century Bank or Citizens Bank. The deposit shall be made within 24 hours of collection. All banking costs shall be borne by the Town and are not a part of this agreement.
6. Contractor will submit, in writing on a Town approved form, to the Town a weekly, detailed collection report which identifies, by route, the meters collected, the amount collected, and any missing coin cans or inoperative or damaged meters.
7. Contractors shall furnish secure collection vehicles necessary for performance of contracted services.
8. Contractor shall maintain and store vehicles at a location determined by contractor and maintained at contractor expense. Town shall furnish to the contractor coin box keys and locking collection canisters. Keys and canisters shall remain the property of the Town.
9. Contractor shall issue to personnel standard uniforms identifiable as to the name of the contractor. Employees shall wear uniforms when collecting and transporting coin.

## **CONTRACT PRICE**

The price quoted by the bidder for the services performed under this contract shall be a unit price per can/box collected. Contractor shall be paid the per coin/box amount for any meter that is uncollectible due to mechanical defects or physical damage to the meter, provided that the contractor reports the uncollectible meter to the Town. Contractor shall not be paid for meters, which are taken out of service by the Town, so long as notice is given to the contractor by the Town.

## **TERM OF CONTRACT**

This contract shall be for a one year period, beginning January 23, 2012. The Board reserves to itself, at contract year end and for the next succeeding year thereafter, for a period not to exceed two years, the option of renewing this contract at the unit price(s) submitted with this bid. Exercise of this option is contingent upon the appropriation of funds.

## **INSURANCE**

Contractor shall carry and maintain for the duration of the contract, insurance as specified below and in such form as shall protect him from any claims and liabilities for damages for personal injury, including accidental death, and for property damage which may arise from operation under this contract, whether such operations shall be by himself or by anyone directly or indirectly employed by him, and from loss or theft of Town monies being collected, counted or transported by the contractor. The coverage and amounts of such insurance shall be as follows:

Workers Compensation  
Statutory State – Massachusetts

### **General Liability**

1. Limits of Liability
  - a. Bodily Injury \$500,000 per occurrence, \$1M aggregate
  - b. Property Damage \$500,000 aggregate
2. Arrangement of Coverage
  - a. Personal Injury
  - b. Blanket Broad Form Contractual
  - c. Owners & Contractors Protective
  - d. Broad Form Property Damage
  - e. Broadened Coverage Endorsement

### **Automobile Liability**

1. Limits of Liability
  - a. Bodily Injury \$500,000 per person, \$1M per accident
  - b. Property Damage \$250,000
  - c. No-Fault

## Cargo Coverage

### Limits of Liability and Arrangement of Coverage:

- a. Safety of all funds in contractor's possession to a maximum of \$25,000 per day. This policy shall also bond contractor's employees.
- b. Aggregate maximum loss coverage of \$100,000 per contract term for employee fidelity coverage.

Said policies shall be so written that the Town of Wellesley will be notified of cancellation at least fifteen days prior to the effective date of such cancellation. Certificates from the insurance carrier stating the limits of liability and expiration date shall be filed with the Town of Wellesley upon the award of the contract. Such certificates shall contain a statement referring specifically to this contract to the effect that all insurance coverage herein has been provided. Signatures on all Certificates and/or insurance forms must be original signatures.

## **EXPERIENCE AND REFERENCES:**

Contractor must have at least five years of experience in the business of secure transportation of cash and securities, and at least two years experience in the business of parking meter collections. Contractor shall provide three references, at least one of which shall be for parking meter collections. References will be checked and a poor reference may exclude a Contractor from consideration.

## **INFORMATION FOR BIDDERS:**

Qualifications of Bidders: The Treasurer/Collector may make such investigations as he deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Treasurer/Collector all such information for this purpose as may be requested. The Town reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

Consideration of Bids: The Board of Selectmen reserves the right to accept any bid, or any part of any bid, or reject any or all bids if, in its sole judgment, the best interests of the Town of Wellesley would be served by so doing.

Bid in Effect: Unless sooner rejected or accepted, all bids must be firm and continue in effect for a period of thirty (30) days from the date of opening. Vendors should indicate if their bid prices will be held firm for a longer period, and under what restrictions, if any.

Award of Contract: The Contract will be awarded by the Town of Wellesley, subject to consideration of bids, within thirty (30) days after the opening of bids. The successful

bidder will be notified in writing, by mail or otherwise, that his bid has been accepted and that he has been awarded the contract.

**Taxes:** Purchases made by the Town of Wellesley are exempt from the payment of Federal excise taxes and Massachusetts sale taxes and any such taxes must not be included in bid prices. Tax exemption certificates will be furnished upon request.

**Non-Collusion:** The bidder **MUST** sign and return the attached Statement of Non-Collusion with his bid. Bids received without an executed Statement of Non-Collusion are not complete and will not be considered.

**Tax Certification:** The bidder **MUST** furnish with and as part of this bid a completed Commonwealth of Massachusetts Tax Certification form indicating compliance with all laws of the Commonwealth relative to taxes.

**Signatures:** An individual authorized to bind the vendor **MUST** sign the attached Certificate of Authority. In the case of a corporation, the title of the officer signing must be stated. In the case of a partnership, the signature of one of the partners must follow the firm name, using the term "member of the firm," and such partner must have the authority to bind the firm in this matter. In the case of a sole proprietorship, the person signing must identify the nature of the authority to bind the vendor, e.g., owner, manager.

**Cancellation of Award:** The award to the successful bidder may be canceled if the successful bidder shall fail to execute the work with promptness and diligence, or if the Town does not appropriate funds for this service.

**Conflict of Interest:** The bidder certifies that no official or employee of the Town of Wellesley has a financial interest in this quotation or in the contract for which the bidder offers to execute or in the expected profits to arise therefrom, unless there has been compliance with provisions of Mass. General Laws Chapter 43, Section 27 (Interest in Public Contracts by Public Employees) and Mass. General Laws, Chapter 268A, Sec. 20 (Conflict of Interest).

**Indemnification:** The bidder agrees to take all necessary precautions to prevent injury to any persons or damage to property during the term of this agreement and agrees to indemnify, defend and hold the Town of Wellesley harmless from any and all claims arising out of the performance of this agreement.

**Assignment:** Bidder shall not assign this Agreement, or any interest therein, without prior written consent of the Town.

## TOWN OF WELLESLEY

### SECURE COLLECTION SERVICES FOR PARKING METER REVENUES

#### PRICE PROPOSAL

The undersigned proposes to provide the services specified regarding the secure collection of parking meter revenues at the prices listed below. (For purposes of bid comparison only, it is estimated that there will be 466 on-street parking meter coin cans, 146 parking meter coin cans in Municipal Parking Lots and 9 parking machine coin boxes collected and deposited once per week; the actual numbers of each may vary slightly over the contract period.)

Price Proposal of \_\_\_\_\_  
(Name of Company)

|                                    | (Written Number) | (In Figures) |
|------------------------------------|------------------|--------------|
| <b><u>Year One</u></b>             |                  |              |
| Price per Meter Coin Can:          | _____            | _____        |
| Price per Machine Coin Box:        | _____            | _____        |
| Count/Deposit Coin (612 Coin Cans) | _____            | _____        |
| Count/Deposit Coin (9 Coin Boxes)  | _____            | _____        |
| <b><u>Option Year Two</u></b>      |                  |              |
| Price per Meter Coin Can:          | _____            | _____        |
| Price per Machine Coin Box:        | _____            | _____        |
| Count/Deposit Coin (612 Coin Cans) | _____            | _____        |
| Count/Deposit Coin (9 Coin Boxes)  | _____            | _____        |

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| <b><u>Option Year Three</u></b>       | (Written Number) | (In Figures) |
|---------------------------------------|------------------|--------------|
| Price per Meter<br>Coin Can:          | _____            | _____        |
| Price per<br>Machine Coin Box:        | _____            | _____        |
| Count/Deposit Coin<br>(612 Coin Cans) | _____            | _____        |
| Count/Deposit Coin<br>(9 Coin Boxes)  | _____            | _____        |

**SIGNATURE OF PROPOSER:** The undersigned represents that the only persons interested in this as principals are named herein as such; that no official of the Town and no person acting for or employed by the Town is directly or indirectly interested in this proposal or in any contract that may be made with the Town for the material described in the Specifications, or in any expected profits to arise there from, that this proposal is made in good faith, without fraud, collusion or connection with any other person bidding on the same material; that he has carefully examined the Specifications and informed himself fully in regard to all conditions pertaining to the materials, made his own examinations and estimates and from them makes this proposal.

|             |       |
|-------------|-------|
| _____       | _____ |
| (Signature) | Date) |

Full name, title and address of individual or concern:

\_\_\_\_\_

\_\_\_\_\_

(Telephone #) \_\_\_\_\_

Notice: person having proper authority should sign Proposal in ink and the person's title should be given.

**TOWN OF WELLESLEY**  
**BOARD OF SELECTMEN**

**PROPOSER'S STATEMENT WITH CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

The undersigned, by submittal of this Proposal, agrees, should the undersigned become the successful proposer, to all of the terms of the RFP specifications and accepts these terms as incorporated in a contract with the Town.

\_\_\_\_\_  
Name of person signing proposal

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of business

Business Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature



## COMMONWEALTH OF MASSACHUSETTS TAX CERTIFICATION

I certify, under the penalties of perjury, that the below mentioned firm or person, to my best knowledge and belief, has complied with all the laws of the Commonwealth relating to taxes.

NAME/FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED OFFICIAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

SOCIAL SECURITY or FEDERAL IDENTIFICATION #: \_\_\_\_\_

Approval of a contract, or other agreement, will not be granted unless the applicant signs this certification form.

Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. The Town is required to furnish a list to the DOR at the end of its fiscal year, showing the vendors, to whom more than \$5,000 is paid during the 12 months, ending June 30. Providers, who fail to correct their non-filing or delinquency, will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49a.

### CERTIFICATION CLAUSE

MASSACHUSETTS GENERAL LAWS, CHAPTER 62c, Section 49a.

## CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of \_\_\_\_\_  
(Insert name of corporation)

Held on (\*) \_\_\_\_\_ at which all the Directors were present or waived notice,  
(Date)

It was voted that \_\_\_\_\_, \_\_\_\_\_ of  
(Name) (Corp. office)

This corporation be and he or she hereby is authorized to execute proposals, bid documents, contracts and bonds in the name and behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any proposal, bid document or contract of obligation in this corporation's name on its behalf under seal of the corporation, shall be valid and binding upon this corporation.

ATTEST: \_\_\_\_\_  
(Clerk or secretary)

Place of Business: \_\_\_\_\_

I hereby certify that I am the clerk/secretary of \_\_\_\_\_  
(Name of Corporation)

And that \_\_\_\_\_ is the duly elected \_\_\_\_\_  
(Name) (Corp. office)

of said corporation, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

ATTEST: \_\_\_\_\_  
(Clerk or Secretary)

Date: \*\* \_\_\_\_\_

\* This date must be on or before the date of the contract.

\*\* This date must be on or after the date of the contract.

Please affix the CORPORATE SEAL over both signatures.